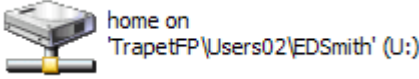
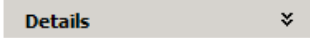

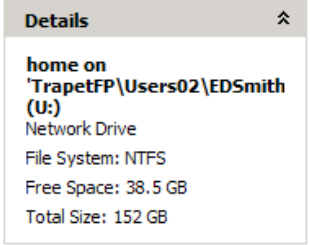
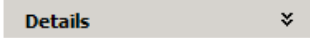

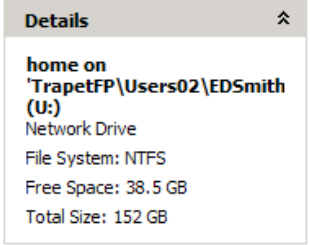
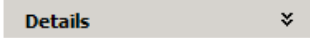

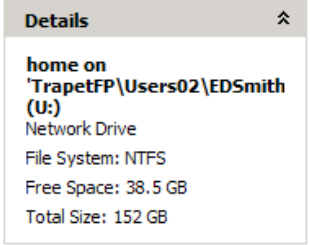
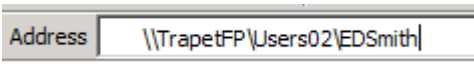



Determining Your File Server

Finding Your File Server

Many times in order to accomplish basic network tasks, you must first know your file server. This job aid will show you how to determine the location of your file server.

Step	Action						
1.	On the Desktop open My Computer .						
2.	Click once on your U: drive . It should look something like this: 						
3.	In the left-hand information pane you should see a Details bar:						
4.	<table border="1"> <thead> <tr> <th>If</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>The details bar looks like this: </td><td>Click once on the  arrows</td></tr> <tr> <td>The details bar looks something like this: </td><td>Continue to the next step</td></tr> </tbody> </table>	If	Then...	The details bar looks like this: 	Click once on the  arrows	The details bar looks something like this: 	Continue to the next step
If	Then...						
The details bar looks like this: 	Click once on the  arrows						
The details bar looks something like this: 	Continue to the next step						
5.	In the Address Bar near the top of the window type \\ and then the rest of the information you see in single quotes in the Details information pane. After you finish, it should look something like this: 						
6.	Press the Enter key or click the  button						
7.	You are now in the folder of your file server. The address in the Address bar can be used to access your file server from a variety of programs.						